

University of Missouri-Columbia

REQUEST TO USE ALCOHOLIC BEVERAGES ON UNIVERSITY PROPERTY

(Request is to be submitted one week prior to the date of intended use)

1. LOCATION OF PROPOSED ACTIVITY: LDC /Hundley Whaley Research Center

2. DATE OF THE EVENT: / TIMES: / From To

*Please note: All alcohol must be ended at due to University regulations

3. DESCRIPTION OF THE EVENT:

(Description to include purpose of the event, type of alcohol to be served and method of service, i.e., wine/cheese reception, wine served with meal, etc.; what is the funding source for purchase of the alcohol, i.e., gift funds, admission charges, etc.)

4. PRIMARY GROUP THAT WILL BE ATTENDING EVENT: Faculty/Staff Students Other (Please specify)

5. DEPARTMENT OR ORGANIZATION MAKING APPLICATION:

Address of Group: Phone #:

6. PERSON RESPONSIBLE:

Address: Phone#:

7. RESPONSIBLE PERSON AT THE ACTUAL EVENT:

All persons attending the activity must comply with applicable federal, state and University regulations. I accept personal responsibility for ensuring that University policy and state laws governing use of alcoholic beverages are complied with, and accept financial responsibility for the activity

Signature of Person Responsible Printed Name

Address Phone # Date

Bldg. Coordinator Phone # Date

Catering Representative Signature Phone # Date

The use of alcoholic beverages at the proposed activity is: APPROVED DISAPPROVED

Additional Requirements needed for Approval:

Business Services Date